|  |  |
| --- | --- |
| Protocol No: |  |
| Principal Investigator: |  |
| Project Title: |  |
| Email: |  |

Submit this form via IRBNet, [www.irbnet.org](http://www.irbnet.org). Forms will be processed administratively as received. **NOTE**: *Form should not be used to change Principal Investigator of protocol. Please download PI form on IACUC website* [*http://research.utep.edu/Default.aspx?tabid=74595*](http://research.utep.edu/Default.aspx?tabid=74595)*.*

1. **Add Personnel**

* Each individual must complete and be current with Basic Laboratory Safety, Biosafety/Bloodborne Pathogens, Vivarium Orientation/Zoonotic Disease and the CITI online training courses before the individual will be approved to handle animals under the protocol and before this amendment can be processed. The course description outlining the animal care and use training is posted at: <http://research.utep.edu/Default.aspx?tabid=59827>. For further explanation regarding the online training, please contact the IACUC Office at 915-747-7913.
* Each individual must be enrolled in The University’s Occupational Health Program (OHP) before the individual will be approved to handle animals under this protocol and before this amendment can be processed. Environmental Health and Safety Office be reached at 915-747-712 and the Student Health Center can be reached at 915-747-5624, or visit <http://chs.utep.edu/health/>.
* Surgical Definitions

1. Non-survival = surgical procedure will be performed, and the animals will be euthanized without recovery from anesthesia
2. Single survival = only one surgical procedure will be performed, after which the animals will recover from anesthesia
3. Single survival followed by non-survival = two surgical procedures will be performed. The animals will recover from the first but be euthanized without recovery from anesthesia during the second.
4. Multiple major = two or more major surgical procedures will be performed from which the animal will recover. Major surgery penetrates and exposes a body cavity, penetrates or alters a major bone, or produces substantial impairment of physical or physiologic function.
5. Multiple minor = two or more minor surgical procedures will be performed from which the animal will recover

**Copy and paste for each individual**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | UTEP ID: |  |
| UTEP Email: |  | | | Position: |  |
| Vivarium Access | No  Yes (check all that apply):  Bioscience  Biology  Psychology  Aquarium | | | | |
| Role:  (Check all that apply) | | Anesthesia  Animal Husbandry  Breeding  Non-survival  Single survival  Multiple major  Multiple minor  Observation Only  Phlebotomy/injections  Euthanasia/Tissue procurement  Surgical Monitoring & Care  Other – specify: | | | |
| Describe individual’s experience (with animal models) in the specific procedures they will perform under this protocol: | | |  | | |
| State who will be supervising and training personnel who are not yet qualified to perform procedures independently: | | |  | | |

1. **Remove Personnel**

List personnel to be removed from protocol. **Copy and paste more rows if needed**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | UTEP ID: |  |
| UTEP Email: |  | Did individual have access to animal facilities: | Yes  No |

1. **Principal Investigator Assurance**

* I will comply with the requirements established in the PHS Policy on Humane Care and Use of Laboratory Animals, applicable USDA regulations and the Institution's policies governing the use of vertebrate animals for research, testing, teaching or demonstration purposes.
* I understand that the personnel to be added must not begin work on this protocol until approval is received from the Animal Care and Use Committee.
* I certify that the responsibility for the ethical performance of all personnel listed on this protocol is mine.
* I certify that the personnel to be added are fully qualified to perform animal related duties under this protocol or will be trained and supervised by the Principal Investigator or trained personnel named above and will be given a copy of the protocol.